

# Best Practices for mySAP.com

FUNCTIONAL SPECIFICATION OTHER DEVELOPMENT			
<b>Section I: Request</b>			
Area (SAP System components)	FI (AR, AP, CO, FM)	Date: (dd/mm/yyyy)	03/30/2006
Requested by:	Teresa Hane	Tel no:	
Title:	Inter/Intra-Departmental Transfers		
Short description:	Process IDT Transactions for live and non-live agencies		
Program type:	<input type="checkbox"/> Enhancement <input type="checkbox"/> Dialog program <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Report <input type="checkbox"/> Others		
Priority:	<input checked="" type="checkbox"/> High/mandatory <input type="checkbox"/> Medium/recommended <input type="checkbox"/> Low/optional		
		Date available from:	ASAP
<u>General information:</u>  Results if no conversions are created:		<input type="checkbox"/> Legal requirements not fulfilled <input checked="" type="checkbox"/> Lack of essential business information <input checked="" type="checkbox"/> Lack of functions compared to legacy system <input type="checkbox"/> Others:	
Approx. duration of development work:		Days	
Is there an alternative in the standard system?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of alternative:			
Reasons why alternative is not acceptable:		<input type="checkbox"/> Performance problems <input type="checkbox"/> Complexity <input type="checkbox"/> Others:	
Project cost:	5 days	Charge cost to:	
Cost approved by:			
Date of project management approval:		Date of steering committee approval:	

## Section II: Detailed Functional Description

### Background:

The State of South Carolina frequently bills itself for goods and/or services. These inter/intra-departmental transfers require validation of the cash control edit and funds availability. These transactions are analyzed monthly & yearly for possible reversal in preparing financial statements. Therefore, there is a concern that month-end and/or year-end will not contain both receivable and payable entries (i.e. lag in payment) which may result in our inability to identify and/or reverse these transactions, if applicable.

### Inter-departmental Transfers:

- The billing agency will usually create an Accounts Receivable and send that invoice to its "sister" agency for payment. The billing agency should record revenues, for their business area, at the time the receivable is recorded/posted.
- The paying agency may hold the invoice until such time as there are adequate funds and cash available to pay the invoice. The paying agency records expenditures, for their business area, at the time the invoice is approved/posted.
- When the actual payment is made for the Inter-departmental Transfer (IDT), no check should be generated and the receivable should be cleared automatically.

### Intra-departmental Transfers:

- One department (cost center) may bill another department (cost center) for goods/services (e.g. like motor pool, etc.) within the same agency. The billing department will usually create an Accounts Receivable and send that invoice to another department for payment. The billing department should record revenues, for their cost center, at the time the receivable is recorded/posted.
- The paying department may hold the invoice until such time as there are adequate funds and cash available to pay the invoice. The paying department records expenditures, for their cost center, at the time the invoice is approved/posted.
- When the actual payment is made for the Intra-departmental Transfer (IDT), no check should be generated and the receivable should be cleared automatically.

### Requirement:

- When a cost center is created and it is identified as doing business with another department/agency, the cost center, funds center, vendor master and customer master will be created automatically. This will enable the payment proposal to produce a "cash" movement within SAP, rather than generating an actual check/EFT.

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Online Transaction	
Relevant tables:	CSKS, LFA1 and KNA1
Transactions/Programs:	<p>Transaction KS01 Create Cost Center Program SAPLKMA1 (Custom Screen Required)</p> <p>Transaction FMSA Create Funds Center Program SAPMFMFS</p> <p>Transaction XK01 Create Vendor Program SAPMF02K</p> <p>Transaction XD01 Create Customer Program SAPMF02D</p>

## Desired screen design:

The screenshot displays the SAP 'Create Cost Center: Initial Screen' in the 'Master Data' tab. The interface includes a menu bar (Cost Center, Edit, Goto, Extras, System, Help) and a toolbar. The main form contains the following elements:

- Cost Center:** A text field with a yellow highlight and a search icon.
- Valid From:** A date field with a checkmark icon, followed by 'to' and a date field containing '12/31/9999'.
- Reference:** A section with two sub-fields: 'Cost center' and 'Controlling Area', each with a text input field.
- Business with other agency/dept?:** A text label followed by an unchecked checkbox.

The bottom of the screen shows the SAP status bar with 'ECP (5) (900)', 'sap1', and 'INS'. The Windows taskbar at the very bottom shows the Start button, several open applications (including Yahoo! and SAP), and the system clock indicating 11:32 AM on 11/30/2001.

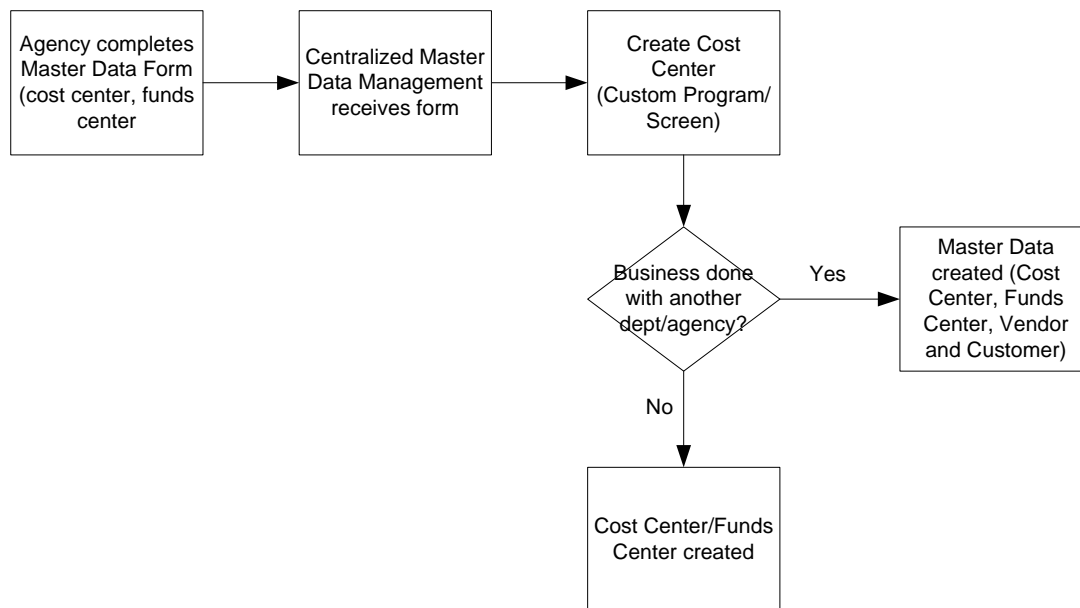
## Important Consistency Checks:

Position	Field	Description
1.	Enterprise	
2.	Fiscal year	
3.	Material number	

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## Flow Logic:

### IDT Transfer Master Data Setup



#### Example

Screen 100 → 200 → if you have selected pushbutton 1, go to screen 210; otherwise go to screen 220.

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Enhancement	
Exit type:	<input type="checkbox"/> User exit <input type="checkbox"/> Table exit <input type="checkbox"/> Field exit
Name of user exit:	

Other Development
<b>1. Enhancement:</b>  Specify the name of the current enhancement and the path in Customizing. Provide details about any changes to be made.
<b>2. Matchcode ID or search help:</b>  Specify the new matchcode ID, which has to be entered or changed. Provide details about the fields to be selected and the path in the SAP System, where the matchcode ID can be found.
<b>3. Modification:</b>  Provide exact details of changes to be made (program name, transaction).
Transaction KS01 Create Cost Center Program SAPLKMA1 (Custom Screen Required)  Transaction FMSA Create Funds Center Program SAPFMFMS – always called.  Transaction XK01 Create Vendor Program SAPMF02K – optional based on selection on custom screen in Transaction KS01.  Transaction XD01 Create Customer Program SAPMF02D – optional based on selection on custom screen in Transaction KS01.



This section should only include development that has not been covered in other sections.

Signature of member of cross-application team: \_\_\_\_\_ Date:    /    /

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Section III: Functional Test			
Program:	ZFO0001	Test date:	
Developer:		Tel no:	
<p><b>Team member responsible for testing:</b></p> <p>1. Test file(s): (optional)</p> <p>2. Is the program in line with the functional specification?  <input type="checkbox"/> Yes <input type="checkbox"/> No            If "Yes", sign the form in the appropriate section below. If necessary, add some comments in the 'General comments' section.            If "No", describe the errors in the program here.</p>			
<p><b>Developer responsible:</b></p> <p>3. Describe the solution(s) :</p> <p>4. New completion date:</p>			
<p><b>Comments after second test</b> (if the program contained errors after first test):            Date: / /</p>			
<p><b>General comments:</b></p>			
<p><b>Names and signatures:</b></p> <p>_____</p> <p>Application consultant</p> <p>_____</p> <p>Developer</p>			

## CRM- Specific Add-ons

A) Tile/Tileset (Only Mobile Sales / Mobile Service)		
Tables involved:	Table name	Description

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## Design of desired screen(s):

(This space intentionally left blank.)

## Consistency checks that must be done:

<i>Item</i>	<i>Screen Field</i>	<i>Description</i>

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B) Customizing	
<b>B1 Customizing Client</b>	
<input type="checkbox"/> Customize F4 help file	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Customize method-specific parameters	<input type="checkbox"/> New account group <input type="checkbox"/> New activity type <input type="checkbox"/> New relation type (interlinkage) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Change layout on existing	<input type="checkbox"/> Tiles <input type="checkbox"/> Tile sets
<input type="checkbox"/> Customize Navigation Bar	<input type="checkbox"/> Inactivate navigation bar <input type="checkbox"/> Customize name of navigation bar <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Set up Chrystal Report	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Set up BACKWEB client	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Detailed description:</b>           	



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B2 Customizing Middleware	
<input type="checkbox"/> Customize Replication	<input type="checkbox"/> Publication <input type="checkbox"/> Subscription
<input type="checkbox"/> Filter criteria for	<input type="checkbox"/> Download to OLTP <input type="checkbox"/> Upload to OLTP
<input type="checkbox"/> Priority of Replication Objects	
<b>Detailed description:</b>	

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C) Modification	
<b>C1 Modification Client (Only Mobile Sales / Mobile Service)</b>	
<input type="checkbox"/> Change existing Business Context	
<input type="checkbox"/> Change existing	<input type="checkbox"/> Tile <input type="checkbox"/> Tile set <input type="checkbox"/> UI logic <input type="checkbox"/> Script code <input type="checkbox"/> Query definition
<input type="checkbox"/> Change existing objects	<input type="checkbox"/> Query objects <input type="checkbox"/> Combo objects <input type="checkbox"/> Business objects <div style="margin-left: 40px;"> <input type="checkbox"/> Business rules of BO  <input type="checkbox"/> Property of BO  <input type="checkbox"/> Methods of BO  <input type="checkbox"/> Event-handler (loaded, attribute changed)           </div>
<input type="checkbox"/> Relations between BOs	
<input type="checkbox"/> READ transactions	
<b>Detailed description:</b>	

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C2 Modification Middleware	
<input type="checkbox"/> Change of Replication Object Type	<input type="checkbox"/> Bulk <input type="checkbox"/> Intelligent <input type="checkbox"/> Dependent <input type="checkbox"/> Dependent-intelligent
<input type="checkbox"/> Modification R/3 Adapter <input type="checkbox"/> Modification other non-generated service	
<b>Detailed description:</b>	

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C3 Modification Client and Middleware					
<input type="checkbox"/> Change of existing WRITE transactions ( = Replication Objects) in the sense of deleting/modifying segments					
<input type="checkbox"/> Appends on existing tables	<table><thead><tr><th>Table name</th><th>Description</th></tr></thead><tbody><tr><td colspan="2" style="height: 100px;"></td></tr></tbody></table>	Table name	Description		
Table name	Description				
<b>Detailed description:</b> <div style="height: 400px;"></div>					

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D) Enhancements					
<b>D1 Enhancement Client Only    (Only Mobile Sales / Mobile Service)</b>					
<input type="checkbox"/> New Business Context					
<input type="checkbox"/> New User Exit VBA programming in existing objects					
<input type="checkbox"/> New tiles/Tile sets/UI logic, script code, query definition	<input type="checkbox"/> New tile <input type="checkbox"/> New tile set <input type="checkbox"/> New UI logic <input type="checkbox"/> New script code <input type="checkbox"/> New query definition				
<input type="checkbox"/> New object	<input type="checkbox"/> Query object <input type="checkbox"/> Combo object <input type="checkbox"/> Business objects <div style="margin-left: 20px;"> <input type="checkbox"/> Business rules of BO  <input type="checkbox"/> Property of BO  <input type="checkbox"/> Methods of BO  <input type="checkbox"/> Event-handler (loaded, attribute changed)           </div>				
<input type="checkbox"/> New relation between BOs					
<input type="checkbox"/> New READ transactions					
<input type="checkbox"/> New third-party integration/interfaces	Third-party product		Description		
<b>Detailed description:</b>					

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D2 Enhancement Middleware Only	
<input type="checkbox"/> New Service	<input type="checkbox"/> Clearing <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> New User Exit in existing service	
<input type="checkbox"/> New adapter (technical only, no business logic)	<input type="checkbox"/> Import third party data <input type="checkbox"/> Export third party data
<input type="checkbox"/> Enhancement of existing interfaces with R/3 OLTP	
<input type="checkbox"/> New interfaces with R/3 OLTP (OLTP-middleware server)	
<b>Detailed description:</b>	

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D3 Enhancement Client and Middleware	
<input type="checkbox"/> New tables	Table name    Description
<input type="checkbox"/> New WRITE transaction	
<input type="checkbox"/> Change of existing WRITE transactions in sense of adding segments	
<input type="checkbox"/> Indices fitting to client needs (READ transaction) and/or middleware issues	<input type="checkbox"/> Keygen <input type="checkbox"/> Extract service <input type="checkbox"/>
<input type="checkbox"/> New industry template including	<input type="checkbox"/> Industry-specific UI <input type="checkbox"/> Industry-specific Business Object Layer (BOL) <input type="checkbox"/> Industry-specific Transaction Layer (TL) <input type="checkbox"/> Replication
<b>Detailed description:</b>	